

## CREECH ST MICHAEL PARISH COUNCIL

### Approved Minutes for the Meeting of Creech St Michael Parish Council Staffing Committee held at Creech St Michael Village Hall on **19 June 2023 at 7.00pm**

#### Councillor & Community Member Attendance

Cllr. Annabelle Peters	AP	Present	Cllr, Neil Davidson –Chair	ND	Present
Cllr. Paul Tucker	PT	Present	Margaret Gover	MG	Present

**Also Present:** Andrew Williams, Creech St Michael Parish Clerk and Responsible Financial Officer.

**Meeting started at 7.01pm**

1.0	<b>Chair's welcome</b>				
	ND welcomed				
2.0	<b>Public Question time</b> - Questions asked by the Public and Press will be noted.				
	None.				
3.0	<b>To receive any apologies for absence</b>				
	None.				
4.0	<b>Declarations of Interests</b>				
	<b>4.1 Declarations of Individual Members</b>				
	None.				
	<b>4.2 Dispensation Request</b>				
	None.				
5.0	<b>Minutes</b>				
	To <b>Review and Approve</b> the minutes of the meeting held on 5 May 2023. <b>[M]</b>				
	The Minutes from the meeting held on 5 May 2023 were approved and signed by the Chair.				
	<b>Prop: ND</b>	<b>Sec: MG</b>	<b>In Favour: 4</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
	<b>Items for Decision</b>				
6.0	<b>Staffing Committee Terms of Reference [M]</b>				
	To review and approve the Terms of Reference for the Staffing Committee.				
	The Clerk and RFO provided a summary of the changes made to the Terms of Reference. These included a change to bring the election of the Chair of the Committee in line with other committee's Terms of Reference and changes to reflect recently approved policies and procedures.				



	<b>Prop: ND</b>	<b>Sec: PT</b>	<b>In Favour: 4</b>	<b>Against: 0</b>	<b>Abstain: 0</b>
	<b>Items for Discussion</b>				
7.0	<b>Parish Council Policies</b>				
	<p>To review the progress toward approving and publishing policies based on the list agreed at the meeting of the Staffing Committee held on 12<sup>th</sup> October 2022.</p> <p>The list of Parish Council Policies that had previously been agreed was reviewed. All the first stage policies and procedures had been completed and approved by the Parish Council. The Clerk and RFO confirmed that the approved policies had been published on the website and distributed to all employees.</p> <p>A Safeguarding Policy had been added to the list of proposed policies.</p>				
8.0	<b>To Review the Training Matrix</b>				
	<p>To ensure that the training matrix reflects the needs of the Parish Council and confirm that the appropriate training and development has been completed.</p> <p>The Training Matrix was reviewed. It was noted that there was good progress toward all councillors completing the basic roles and responsibilities training and responding to planning applications training.</p> <p>Councillors would be reminded regularly of the need to complete the required training as early as possible.</p> <p><b>Action:</b> Clerk and RFO to circulate updated training matrix.</p>				
	<b>Other Matters</b>				
9.0	<b>New Matters to be Carried Forward</b>				
	<p>AP raised the matter of grass cutting at the Recreation Park and other open spaces and the impact of this on the working hours of the Grounds and Maintenance Operative.</p> <p>The potential for this switch was discussed, although it was noted that this would increase costs. PT raised the possibility of the Local Community Networks (LCNs) taking on the responsibility for this type of work.</p>				
10.0	<b>Council to Decide if to Exclude Members of the Public and Press for the Following Item(s)</b>				
	<p><b>[M]</b></p> <p>None.</p>				

The meeting ended at 7.47pm

[M] = Where a resolution (vote) is expected



Andrew Williams, CSM PC, Clerk and RFO, 07708 680797, email clerk@creechstmichael.net

The next Creech St Michael (CSM) Parish Council meetings are on:

Monday 3 July 2023

at 7pm in the CSM Village Hall



Approved by  
Chair of the Meeting

A handwritten signature in black ink, appearing to be a stylized 'Q' or similar character.

Date 27.09.2023